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5-6613

JUN 11 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Transfer of Ceiling from FE Field to TSS Headquarters.

25X1A8A

1. The subject request proposes the establishment of two GS-5, Clerk (Steno) positions in TSS, and the abolishment of two positions in the [redacted] on the FE Field T/O. These actions do not involve the transfer of any function between the two components, but is part of an agreement whereby ceiling was originally transferred from TSS to FE on a temporary basis in order that FE might process two TSS personnel to the field immediately. (See Tab A)

2. The Office of Personnel approves the classification in GS-5 of the two proposed Clerk Stenographer positions. (See Tab B)

3. The Chief, Budget Division, states that his office has been advised that transfer of ceiling has been accomplished between the two organizational elements and that a corresponding transfer of funds, if necessary, will be made for the remainder of the current fiscal year.

4. It is recommended that the subject proposal be approved.



25X1

Attachments:

- Tab A-Memo to DD/A fm DD/P
- Tab B-Memo to MS fm AD/P
- Tab C-Memo fm Budget dtd 24 May '54

APPROVED:

Date: 16 June 54



L. K. WHITE
Deputy Director
(Administration)

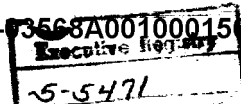
DISTRIBUTION:

- Orig & 1 - Personnel
- 2 - DD/A
- 2 - DD/P Admin.
- 1 - Comptroller
- 1 - MS Comeback

25X1

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MS #154
Cy. #1

MAY 10 1954

MEMORANDUM FOR: Deputy Director (Administration)

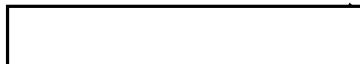
SUBJECT: Transfer of Ceiling from FE Field to
TSS Headquarters

1. It is requested that action be taken to establish the follow-



2. The ceiling to cover the establishment of these two positions is to be transferred from the FE Division Field to TSS. As a result of this transfer of ceiling, the following two positions in FE Division should be abolished:

BFF-664 -
BFF-679 -



25X1A8A

3. This transfer of ceiling does not involve the transfer of any function between these two components since this ceiling was originally transferred from TSS to FE on a temporary basis in order that FE might process two TSS personnel to the field immediately.

FOR DEPUTY DIRECTOR (PLANS)

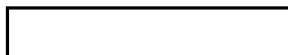
25X1A9A



Chief of Administration, DD/P

25X1A6A

* Should read:



per



22 June 54

dy

25X1A9A

FOR PERSONNEL

MAY 13 1 32 PM '54

OFFICE V22.1 DIVISION

SECRET

MAY 12 1954

SECRET

26 April 1954

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

THROUGH : FE/Personnel
Attn: Mr. [REDACTED]

25X1A9A

SUBJECT : Request to Transfer Two Positions from FE
to TSS

25X9 1. In accordance with memorandum dated 30 September 1953
to Chief, ADMIN/DDP, copy attached, it is requested that the
two slots loaned to FE be returned to TSS thereby increasing
our ceiling from [REDACTED]

25X1 2. It is requested that one position be established in
25X1 [REDACTED] GS-5 Clerk (Steno), and one position be
established in [REDACTED] Foreign Branch #5, GS-5
Clerk (Steno).

[REDACTED]
Acting Personnel Officer, TSS

25X1A9A

TSS/HOJ/mbb

Distribution

Orig and 2 - Addressee
2 - FE/Personnel
2 - TSS/Personnel

*Approve for Chf, FE
provided that positions are
at or below position (ceiling).*

[REDACTED] 25X1A9A

27 April 54

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MAY 12 1954

25X1

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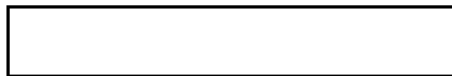
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- 2 -

5. It is understood that FE Division concurs with TSS in the urgency of this matter and that FE will return two departmental ceiling positions to TSS within six months. If, at the end of six months, FE cannot return these ceiling positions, other arrangements must be made between the two offices and DD/P Admin.

25X1A9A



Technical Services Staff

TSS/BCS/TGC:ap

Distribution:

- Orig & 2 - Addressee
- 2 - FE Division
- 2 - TSS/Personnel
- 1 - TSS/Registry

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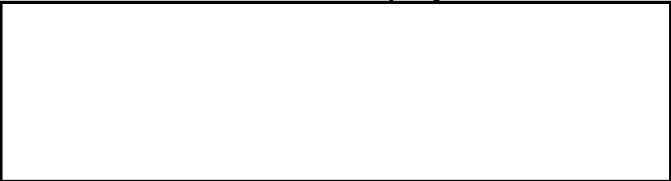
MAY 20 1954

MEMORANDUM FOR : Chief, Management Staff

SUBJECT : Transfer of Ceiling from FE Field
to TSS Headquarters

REFERENCE : Memo to Deputy Director (Administration),
from Chief of Admin, DD/P, 10 May 1954

The Office of Personnel approves the classification
in GS-5 of the two proposed Clerk Stenographer positions
in TSS.


Assistant Director for Personnel

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Enclosure:
Copy of referenced memorandum

MAY 21 1954

SECRET

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE:

24 MAY 1954

FROM : Chief, Budget Division

SUBJECT: Transfer of Ceiling from FE Field to TSS Headquarters

1. Reference is made to the memorandum from the Chief of Administration, DD/P, to the Deputy Director (Administration) dated May 10, 1954, same subject.

2. The memorandum requests the establishment of two additional clerk (steno) positions in GS-5 grades in TSS Headquarters, and the abolition of two positions in the FE Division Field T/O to counterbalance this action, which will complete an arrangement made between the two organizations for a temporary transfer of ceiling.

3. This office has been advised by the staff of the Chief of Administration, DD/P, that transfer of ceiling has been accomplished between the two organizational elements and that a corresponding transfer of funds, if necessary, will be made for the remainder of the current fiscal year as well as a change in the operating budgets for fiscal years 1955 and 1956.

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